

What we will cover

- 1. How to establish and maintain an open dialogue with your boss/client
- 2. How to manage expectations to avoid overpromising and under delivering
- 3. Prioritizing client needs and avoid taking on unnecessary tasks
- 4. Providing counsel to clients in crisis situations
- 5. Tips for building a network within and beyond your organization that continuously draws new business opportunities

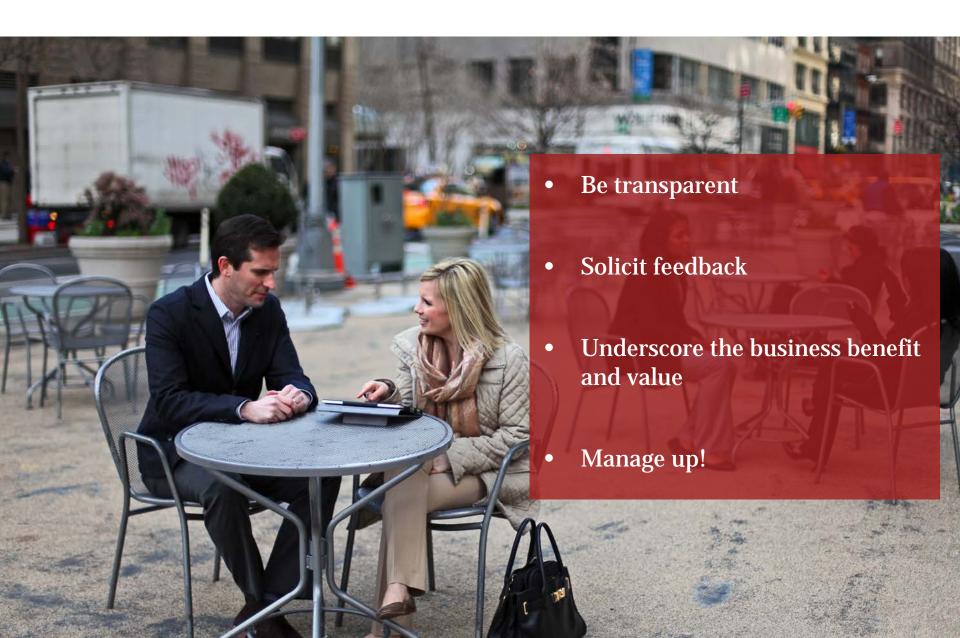


Managing expectations



- Establish key benchmarks before starting the assignment
- Be honest
- Maintain an open dialogue on the process

Prioritizing client needs



Providing counsel to clients in crisis situations



Building a network

